

### **SECTION 3.30 CLASSIFICATION APPEAL COMMITTEE**

**Last Update: 2/13**

If an employee or appointing authority disagrees with the Notice of Reconsideration of Classification Decision recommendation and wishes to appeal, he or she must check the appropriate statement on the Notice of Reconsideration of Classification Decision and attach written comments that:

- Explain why the job class recommended by the reviewer is inappropriate.
- Identify the alternative job class being requested.
- Explain why the requested job class is correct.

The Notice of Reconsideration of Classification Decision and comments must be returned to the Classification Appeal Committee, c/o DAS-HRE within 14 calendar days following the date the Notice of Reconsideration of Classification Decision was issued.

If a Notice of Classification Decision or Notice of Reconsideration of Classification Decision was not issued by the reviewer within the prescribed time period, the employee or appointing authority may submit an appeal within 14 calendar days following the date a notice should have been issued. The appeal must include written comments that state the job class being requested and explain why that class is considered to be correct.

A Classification Appeal Committee hearing will be scheduled pursuant to Iowa Code section 17A.12.

The Committee that hears the appeal consists of a three-member panel.

#### **Hearings**

Classification appeal hearings:

- Are held in Des Moines, and the parties are notified by mail of date, time, and place.
- Are tape recorded.
- Proceed in the following manner:
  - The appellant and the Personnel Officer present their cases and may ask questions of one another.
  - The committee may ask questions of either side.

#### **Hearings Decisions**

Classification appeal hearing decisions shall:

- Be issued after the close of the hearing record.
- Decide whether there has been a substantive change in duties, grant, or deny the job classification requested, or remand it to the DAS-HRE for further review.
- Constitute final agency action, unless the decision is subject to a Request for Reconsideration, a Stay of Agency Action, or Rehearing, pursuant to Iowa Code 17A.19
- Become effective on the date set by the DAS-HRE. If the Department of Management does not approve the funding for the reclassification, duties commensurate with the previous job classification must be restored within three pay periods following that decision.